

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena MT 59604

VACANCY ANNOUNCEMENT

December 6, 2006

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TITLE:	Administrative Assistant
POSITION NO:	04820
LOCATION:	Fiscal Services Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MEA/MFT
PAY GRADE:	8
STARTING SALARY:	\$18,123 - \$21,876 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, December 20, 2006**. For further information visit the DPHHS website: www.dphhs.mt.gov

TYPICAL DUTIES: This position is responsible for answering and directing incoming calls to division staff; greets and directs visitors to appropriate staff; performs word processing and photocopying duties; receives and logs incoming warrants, checks and cash; distributes mail; maintains and re-orders supply inventory; coordinates and reserves meeting rooms and files and maintains documents.

KNOWLEDGES, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledges: Knowledge of office practices and procedures; business English and math; record keeping procedures; state record and retention policies and procedures; state procurement regulations; state chart of accounts and department speed charts.

Skills: Personal computer skills, preferably Excel and Word software and proficient with multi-phone system.

Abilities: Ability to establish and maintain effective working relationships with department employees, other agencies, and the general public; communicate effectively verbally and in writing; set and meet deadlines and perform a variety of clerical duties.

EDUCATION/EXPERIENCE REQUIRED: High school diploma or GED, course work in accounting **AND** two years job related experience. Equivalent combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, Rev. 5/03 or later);
2. Applicants claiming the Veteran's or Disabled Persons Employment Preference (see state of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.